
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
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October 2011

Dear Assessing Professional,

The Department of Local Government Finance (DLGF) will hold the First and Second Quarter 2012 continuing education courses from January 24 through May 3 at six locations.

Personal Property Tax

IN Course Number: IN 462

7.5-hours of continuing education credit

This course will begin with a discussion of the differences between real and personal property for tax purposes. The course will also cover the appropriate forms to be used by taxpayers for reporting personal property and the basic assessment methodology. In addition, the student will understand the basics of the Indiana personal property valuation process and understand the concepts of possession and ownership.

Neighborhood Analysis

IN Course Number: IN 213

7.5-hours of continuing education credit

Students will learn the characteristics of neighborhoods and how boundaries are determined and influence value. Economic principles and their effect on neighborhoods will be addressed. The various neighborhood valuation techniques and the appropriate methods for analyzing a neighborhood will also be addressed.

Fundamentals of Sales Ratio Analysis

Course Number: IN 130

7.5-hours of continuing education credit

Sales ratio analysis is the fundamental tool assessment officials use to measure if their work is complying with the statutes relative to the assessment of property. This course is designed to familiarize students with the basics of a sales ratio analysis. The course begins with an overview of mathematical concepts and procedures that are necessary to perform and understand a sales ratio analysis. Students will learn how to calculate the ratios and apply appropriate statistical procedures to determine the quality of the assessment and to make recommendations to improve the assessment quality. A case study will allow students to pull together all the formulas and techniques that have been discussed throughout the class.

Each class is seven and a half hours long, including one hour for lunch. Check-in is between 8:00 a.m. and 8:30 a.m. local time, and classes run from 8:30 a.m. to 4 p.m.

Locations

- Columbus
- Indianapolis
- Fort Wayne
- Evansville
- Merrillville
- Terre Haute

Registration

There is no registration fee for DLGF continuing education courses. **PLEASE CHECK OUT OUR IMPROVED REGISTRATION SITE AT WWW.IND-PACE.COM. This site will allow you to register, get directions, check your registrations and change and cancel your registrations. This will continue to be the preferred method of registration.** You can also register by mail or fax by following the instructions on the following registration form.

All registrations must be received at least one week before the date of each class for which you are registering. If there is a change to the class location or if the class is cancelled we are not able to notify you if you have not registered for the class. Also, we cannot guarantee availability for those individuals who do not register by the deadline.

All registrations are processed on a first-come, first-served basis. **To provide all members of the assessing community the opportunity to receive this information, please make copies and share the contents of this letter with your entire staff as well as your county Property Tax Assessment Board of Appeals members.**

Registrations will be confirmed by e-mail only. If you do not provide an email address you will not receive a confirmation of your class registration so you are encouraged to register on the website.

Details

The DLGF's continuing education provider for these classes is Briljent, LLC, an Indiana-based business with extensive experience in training design and facilitation. Your Registrar for classes is Lisa Harris. You can contact her at 260-247-9422 or via e-mail at lharris@briljent.com. If you cannot get ahold of Lisa Harris, you may also contact Katherine Snowball at 260-247-9269 or via e-mail at ksnowball@briljent.com.

Course manuals will be available onsite at check-in before class begins. Each student should bring a calculator, pens/pencils, and a highlighter. Wearing comfortable clothes is advisable. Temperatures may vary in classrooms, so a light jacket or sweater is recommended.

DLGF Continuing Education Registration Form

First Quarter 2012

Name: _____

Title _____

Address: _____

City, State, ZIP: _____

Date of Birth: _____

County: _____

Township: _____

Home Phone: _____

Work Phone: _____

Student ID Number: _____

E-Mail: _____

Please register me for the class I have indicated below by checking its date and location:

First Quarter 2012: Personal Property Tax (Course No. 462)

<input type="checkbox"/> IN 462	January 24 – Fort Wayne, Indiana University Purdue University (IPFW)	<input type="checkbox"/> IN 462	February 1 – Merrillville, Indiana Wesleyan University	<input type="checkbox"/> IN 462	February 15 – Evansville, Ivy Tech Community College
<input type="checkbox"/> IN 462	January 25 – Fort Wayne, Indiana University Purdue University (IPFW)	<input type="checkbox"/> IN 462	February 2 – Indianapolis, Indiana Wesleyan University (Digital Way)	<input type="checkbox"/> IN 462	February 16 – Terre Haute, Ivy Tech Community College
<input type="checkbox"/> IN 462	January 26 – Indianapolis, Indiana Wesleyan University (Digital Way)	<input type="checkbox"/> IN 462	February 13 – Columbus, Holiday Inn Bartholomew		
<input type="checkbox"/> IN 462	January 31 – Merrillville, Indiana Wesleyan University	<input type="checkbox"/> IN 462	February 14 – Columbus, Holiday Inn Bartholomew		

Mail this registration form to Registrar Lisa Harris at Briljent, LLC, 7615 W. Jefferson Blvd., Fort Wayne, IN 46804; or fax to 260-434-0991. Lisa can be reached by phone at 260-247-9422 or by e-mail at lharris@briljent.com.

The preferred method of registration is online at www.ind-pace.com

***See backside of this letter for Second Quarter class offerings**

DLGF Continuing Education Registration Form

Second Quarter 2012

Name: _____

Title _____

Address: _____

City, State, ZIP: _____

Date of Birth: _____

County: _____

Township: _____

Home Phone: _____

Work Phone: _____

Student ID Number: _____

E-Mail: _____

Please register me for the class I have indicated below by checking its date and location:

Second Quarter 2012: Neighborhood Analysis (Course No. 213)

Fundamentals of Sales Ratio Analysis (Course No. 130)

<input type="checkbox"/> IN 213	April 16 – Fort Wayne, Indiana University Purdue University (IPFW)	<input type="checkbox"/> IN 213	April 18 – Indianapolis, Indiana Wesleyan University (Digital Way)	<input type="checkbox"/> IN 130	May 2 – Evansville, Ivy Tech Community College
<input type="checkbox"/> IN 130	April 17 – Fort Wayne, Indiana University Purdue University (IPFW)	<input type="checkbox"/> IN 130	April 19 – Indianapolis, Indiana Wesleyan University (Digital Way)	<input type="checkbox"/> IN 213	May 3 – Terre Haute, Ivy Tech Community College
<input type="checkbox"/> IN 213	April 17 – Merrillville, Indiana Wesleyan University	<input type="checkbox"/> IN 213	May 1 – Columbus, Holiday Inn Bartholomew		
<input type="checkbox"/> IN 130	April 18 – Merrillville, Indiana Wesleyan University	<input type="checkbox"/> IN 130	May 2 – Columbus, Holiday Inn Bartholomew		

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